

SHAREFAX CREDIT UNION, INC.

Procedure to Wire Funds

CUT OFF TIME 3:30PM

1. **Our Members Name**

Members Full Name _____

Members Address _____ City _____ State _____ Zip _____

Acct # _____ Phone # _____ SS# _____

2. **Financial Institution Where Money is to be Wired** Date: _____

Bank Name _____ Bank Address City & State _____

Bank ABA/Routing # _____ Bank Telephone # _____

3. **Pay Thru Bank if applicable:**

Bank Name _____ Bank Address, City & State _____

Bank ABA Routing # _____ Bank Telephone # _____

4. **Name and Account # of Person for Final Credit**

Name of Receiver _____ Account # at Bank _____

Receiver Address _____ City _____ State _____ Zip _____

5. **Additional Information:**

6. **Amount to be Wired** \$ _____ **Was this a cash deposit? Y/N** \$ _____

7. **Reason for Wire:** _____

WIRE FEE: \$25.00

Member Signature _____

Teller Signature _____

Date _____ **Time** _____

*Notice to member: If there is an error in the name, account number, or routing number of the final beneficiary, member may be liable to the credit union for any losses caused by the error.

**If your payment order identifies an intermediate financial institution, beneficiary financial institution, or beneficiary by name and number, we and every receiving or beneficiary financial institution may rely upon the identifying number rather than the name to make payment, even if the number identifies an intermediate financial institution, person or account different than the financial institution or beneficiary identified by name. Neither we nor any receiving or beneficiary financial institution have any responsibility to determine whether the name and identifying number refer to the same financial institution or person.

Sharefax Employee Must Complete for Fax or Telephone Requests:

Wire Requests Received via Fax or Telephone – Only Accepted for Members Living Outside the Greater Cincinnati area

- ____ Received signed wire transfer request form via fax or email (cannot accept "per phone")
- ____ Verified the signature on the wire form matches the signature on Advantage and the membership card
- ____ Called back to the telephone number on our system to verify the wire request
- ____ Required Member to provide correct social security number and birth date
- ____ Required Member to provide correct driver's license number
- ____ Required Member to provide the last three monetary transactions on their history

Out-of wallet questions (Must ask three)

- ____ Do you have direct deposit, if so from where and what amount
- ____ Do you have an email address
- ____ Do you have a joint owner
- ____ Do you have any ACH withdrawals, if so from who
- ____ Do you have a checking account, if so what is your check sequence